



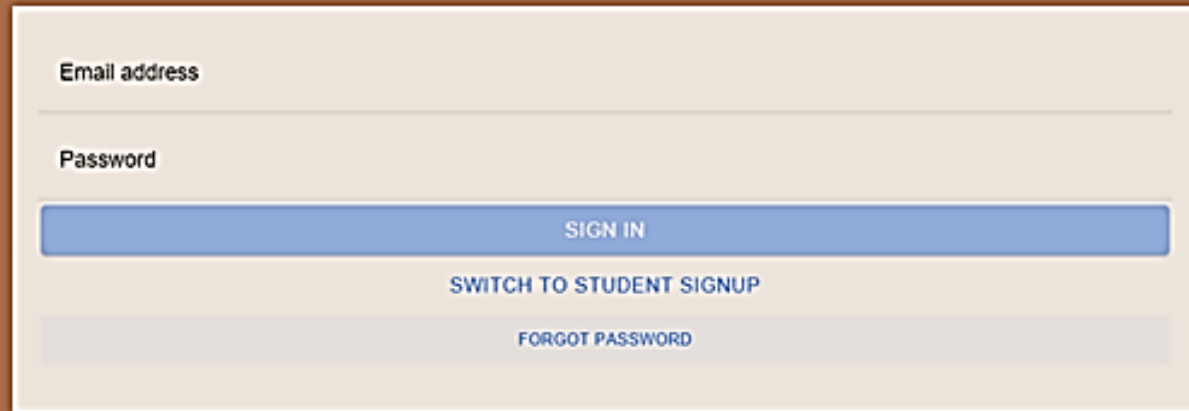
DSPS Forms Student Sign Up



Campus Center Building

Welcome to Mission College DSPS

This will show you how to create an account on DSPS Forms with your myWVM email, and then add your signature to your Accommodations forms - the Blue Sheet and the Academic Accommodations Plan. You'll also be able to print them.



Email address

Password

[SIGN IN](#)

[SWITCH TO STUDENT SIGNUP](#)

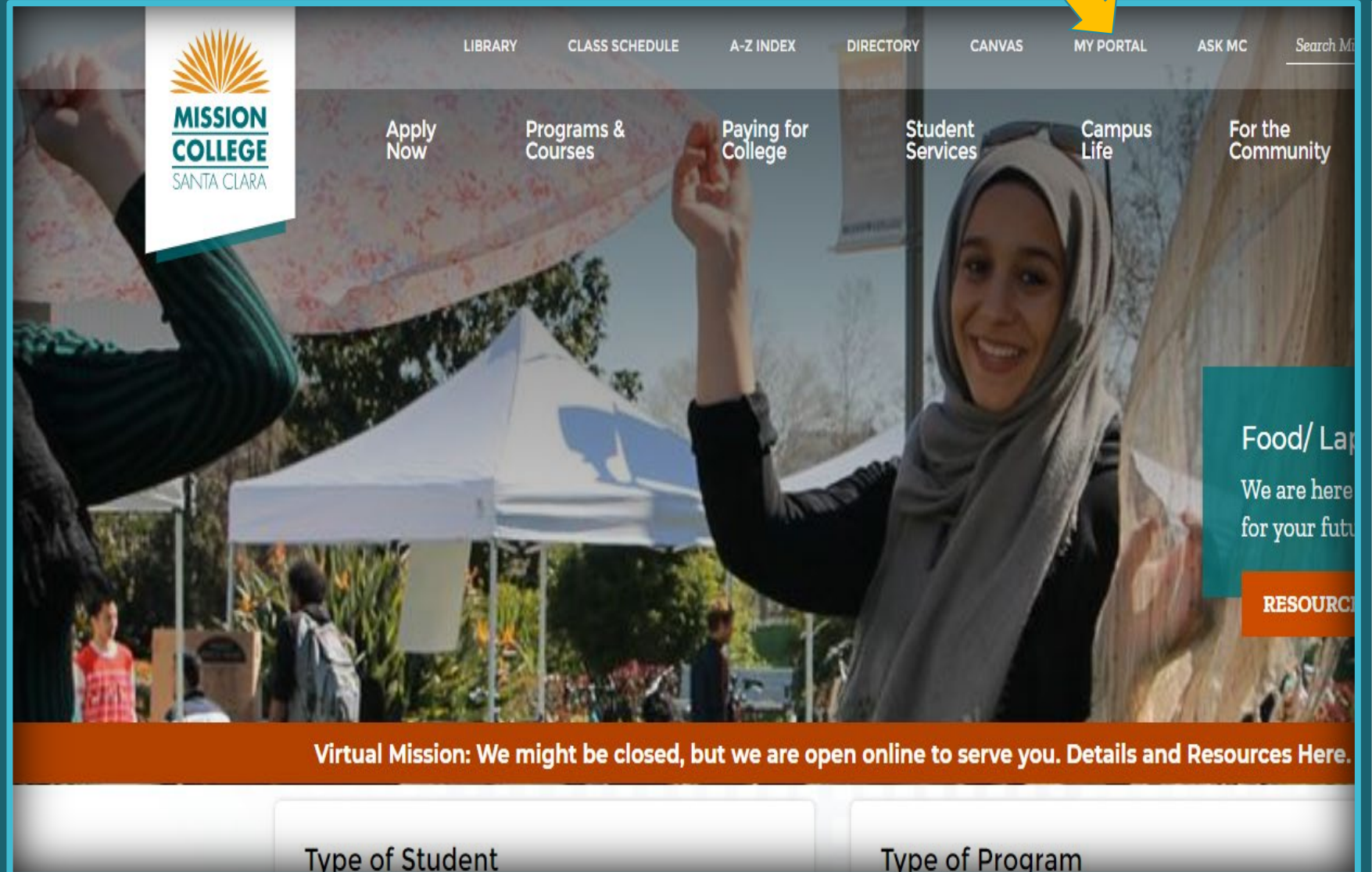
[FORGOT PASSWORD](#)

Before you start

DSPS Forms must be used with a newer version of the Firefox, Chrome or Safari browser.

You will also need to know your **mywvm.wvm.edu** email address.

To find your username, click on the [MY PORTAL](#) link at the top of the [Mission College Website Home Page](#).



Start here

On the Portal Page, click the Start here button.

Mission College District

My Portal My Web Services Canvas Financial Aid Instructions and Help ▾ FAQs

Sign in

West Valley - Mission Portal

Internet Explorer is no longer Supported

Some services, including Canvas will not longer function if using Internet Explorer. Recommended browsers are Chrome, Firefox, and Edge.

NOTICE FOR NEW STUDENTS

- We now recommend you sign in directly to **My Web Services** your first time, as the Office 365 based "My Portal" may not be immediately available.
- For login credentials, click "Start here" below.
- If username is not found, use the alternate [sign-in to My Web Services](#)
- Student email will not be accessible until you register for a course.

Single Sign on by Microsoft

Start here **Sign in to My Portal**

You must Sign Out of any Microsoft accounts before signing in.

- [Video: How to Sign in and Access Email](#)
- [Alumni - Transcripts \(sign in to My Web Services using Id number\)](#)
- [Employees start here](#)
- [Click to Email Login](#)

Find your myWVM username

Click on "Find your myWVM Username" to look up your myWVM email address.

This page also gives directions for email login.



West Valley - Mission
Community College District

My Portal

My Web Services

Canvas

Financial Aid

Instructions and Help ▾


FAQs

Get Started

Sign in for the first time

- These instructions are for students only: [employees start here](#)
- [Skip to video instructions](#)

1. Username

- 
- Check your personal email for your username, or you can use the link below.
 - [Find your MyWVM username](#)
 - *Warning: even if address is found, account may not be ready. If the account is not found by the login system, please wait and then try*

2. Password

- The default password: Wvm@(six-digit-birthdate:mmddyy)
- For example, if you were born on June 23, 1999 then your password would be Wvm@062399
- [Default password help](#)

3. Password Recovery Options

- You will be prompted to set up password recovery options.

4. New password requirements

We can help.

When you meet with a DSPS Advisor or Counselor, they will ask you to confirm your myWVM email address, and if needed, they'll be able to help you find it. For help, you may also email us

dsps@missioncollege.edu

Find my Email Address

Name and id

First Name

Last Name

College id Number

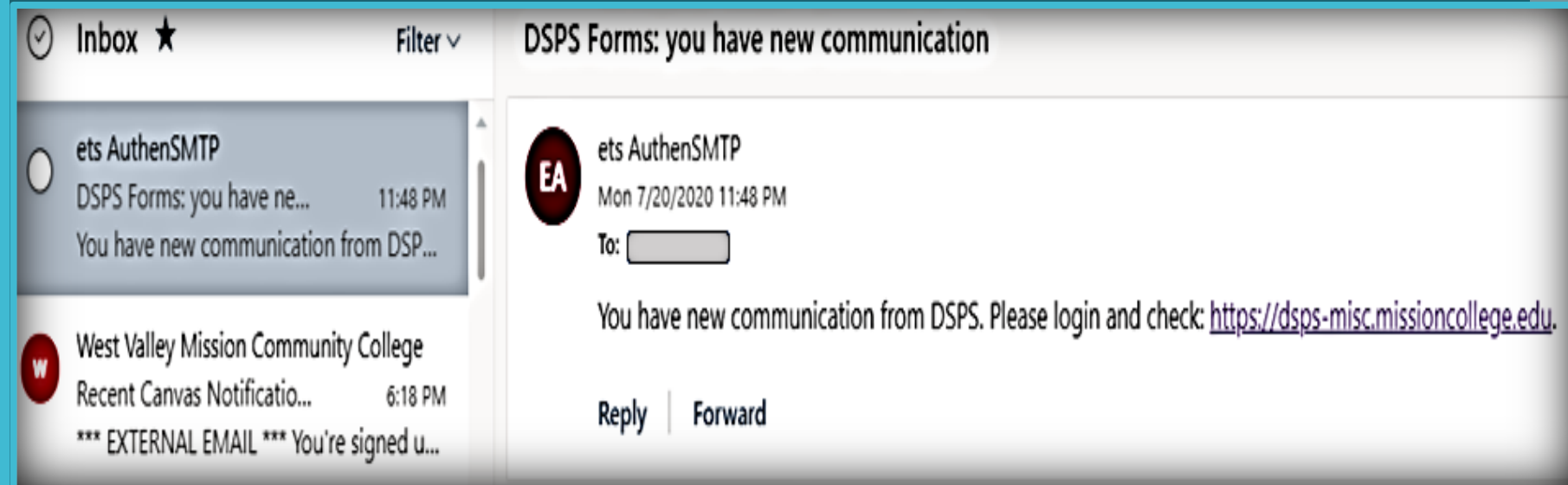
Birthdate

Month	Day	Year
<input type="text" value="MM"/>	<input type="text" value="DD"/>	<input type="text" value="YYYY"/>

Step 1

You will receive an emailed invitation link to sign up.

After your Advisor has completed your Accommodations forms, you will receive an email on your myWVM email account. The email may be labeled "MissionDSPS Forms" or "etsAuthenSMTP." **Click on the link provided.**



Step 2

Switch to Student Signup

Click on "Switch to Student Signup" to create a new student account.

If you've already created an account, just sign in with your email and password.

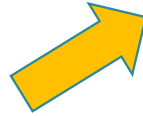
Email address

Password

SIGN IN

SWITCH TO STUDENT SIGNUP

FORGOT PASSWORD



Step 3

Enter the requested information, and create a password. Notice that on the right side, there's a link to the Find myWVM email page, if you need it.

Then click Sign Up.

Student Sign Up

Student Name *
Example Student

Student ID *
G00000000

Your wvm.edu email address *
example1@mywvm.edu

Password *
.....

Confirm Password *
.....

Cell Phone
408-000-0000

[SIGN UP](#)

Student Name *
Example Student

Student ID *
G00000000

Your wvm.edu email address *
example1@mywvm.wvm.edu

Password *
.....

Confirm Password *
.....

Cell Phone
408-000-0000

[SIGN UP](#)

[FIND STUDENT EMAIL](#)

Step 4

Almost done!

You will be sent another email to verify your myWVM email address. Click on the link to verify your email, then you will be able to login.

☰ Verify Your Email

You are almost done! Please check your email and click on the verification link. You have 60 minutes to do so.

• Welcome to DSPS Forms. Please verify your email



• Mission-DSPS <ets.authensmtp@missioncollege.edu>

To: [REDACTED]

Please verify your email by going to the following page dsps-misc.missioncollege.edu/auth/validate-signup/61cc5cef-5377-49d4-92de-124b2054bc341595235769878. This link is valid for 60 minutes.



Step 5

Welcome Aboard!

When you sign in, you'll see your forms. The ones ready for you to sign will be marked "needs signature."

Open the form that needs your signature, and review it for accuracy. Notify your DSPS Advisor if any corrections need to be made.

Hi Example Student

Bluesheet

bluesheet	Jul 20, 2020	needs signature
bluesheet	Jul 20, 2020	needs signature

Aap1

There is no item to show

Aap2

There is no item to show

SIGN IT

button is in the
top right corner

If it looks good, click the blue
SIGN IT button at the top
right of the form.

The print button is next to it.
You can print your forms or
save them as PDF.

Student: Student, Example / HIS 17A / Fall / 2020

Requests for Academic Support and Accommodations

Semester *
Fall

Section
22222

Day/Time
TTH 12

able)

de (if known). Check all that apply.

Canvas ☒ Synchronous ☐

Student First Name *
Example

Student ID *
G00000000

Student WVM Email *

If the above mentioned student is eligible for disability-related accommodations. These accommodations are directly related to the educational limitations caused by the student's specific disability, and were determined by the DSPS Certificated Staff and federal law permit these recommended accommodations.

Requests below pertain to accommodating the student in class and during exams. Information on the services provided below can be obtained from the DSPS Office.

ACCOMMODATIONS WITH ACCOMMODATIONS

Time ☐ 1.5x ☒ 2x ☐ 3x

☐ 2 min/hr ☐ 5 min/hr ☐ As needed

Kurzweil Digital Reader

AUXILIARY AIDES

☒ DSPS Tutoring

☐ Service Animal

☐ Sign Language Interpreting

Print button and SIGN IT button in the top right corner of the form.

Signature popup window

Sign and click Submit. Your Advisor will be able to see that you've signed the form.

Each time you meet with your Advisor, if a new Blue Sheet or AAP form is created for you, you'll receive an email to login and sign the new form. You can login at any time to view or print your saved forms.

Bluesheet : Student, Example / HIS 17A / Fall / 2020

Recommendations for Academic Support and Accommodations

Instructor *	Semester *	Year *
Prof. Jones	Fall	2020
Course *		
HIS 17A		
Room (if applicable)		
Instructional Mode (if known). Check all that apply.		
<input checked="" type="checkbox"/> Online Canvas	<input checked="" type="checkbox"/> Synchronous	<input type="checkbox"/> Hybrid (on campus meetings)
Student Last Name *	Student First Name *	Student WVM Email *
Student	Example	

This is to verify that the above mentioned student is eligible for disability-related accommodations. Both state and federal law permit these recommended accommodations.

The recommendations below pertain to accommodating the student in class and during examinations.

EXAMINATIONS WITH ACCOMMODATIONS

<input checked="" type="checkbox"/> Extended Time	<input type="checkbox"/> 1.5x	<input checked="" type="checkbox"/> 2x
<input type="checkbox"/> Breaks	<input type="checkbox"/> 2 min/hr	<input type="checkbox"/> 5 min/hr
<input type="checkbox"/> As needed	<input type="checkbox"/> Service Animal	

**Please type
your name
as your
signature**

Signature
Example Student

I acknowledge I have reviewed and agreed to DSPS Policies and Procedures on web page.

AUXILIARY AIDES

Thank you!

If you have any questions or need help, please send email to dsps@missioncollege.edu or call our main phone number, 408-855-5085 and leave a message. We will respond as quickly as possible. Thank you.

From all of us in DSPS,
Wishing you a safe, healthy and happy semester!

